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Denali Training Fund Quarterly Progress Report

Funds for this project are provided by the USDOL and the Denali Commission and managed, in partnership, by the Alaska Department of Labor and Workforce Development.

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| Name of Organization: Alaska Association of Municipal Clerks 8-206 | |
| Name of Project: Professional Development Training | |
| Reporting Period: Period ending June 30, 2008 | |
| Contact Person: Betty Svensson | |
| Contact Number: 907-586-1325 | Email Address: betty@akml.org |
| Expenditures to date: \$13,810.79 | |
| Certification: I certify that the information in this report is current, correct and true and in accordance with the terms and conditions of the agreement. | |
| Signed by: _____ Dated: <u>7/15/2008</u> | |

1. In a few sentences, please describe the scope of your project:

The Grantee will provide professional development training to 12 municipal clerks from rural communities. The States of Alaska, Oregon and Washington formed a partnership to offer a high level Institute to the Clerks of the three states. The Northwest Clerks Institute (NCI) is a university-based training program sanctioned by the International Institute of Municipal Clerks (IIMC). Through the IIMC, clerks can obtain their professional designation of Certified Municipal Clerk (CMC) and Master Municipal Clerks (MMC). The Northwest Clerks Institute is governed by an Advisory Board with three members from each State. The members of the Board are experienced Municipal Clerks who know and understand the needs of the Clerks in their states.

The training will focus on the work of the Municipal Clerk. Some of the topics include: The Role of the Clerk, Legal Issues, Records Management, Ethics, Effective Business Writing, Writing minutes and notes, Technology, Understanding Yourself and Others, Customer Service, Supervision, Financial Management and Budgeting, Managing Human Resources, Conflict Resolution, Public Speaking, Minimizing the effect of Negative Influences in the Workplace, Decision-making, Intergenerational Communication, Media Relations, Leadership, and Humor in the Workplace.

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2. Project Activities for this Reporting Period:

Describe the grant activities that happened during this report period. Include planning, advertisement and/or training performance that occurred this quarter? List any accomplishments achieved. (Attach advertisements if applicable)

Application packets were sent to all existing members of the Alaska Association of Municipal Clerks, members of the Alaska Municipal League and to other small villages as identified by Alaska Department of Commerce, Community and Economic Development. A scoring system will be established which will recognize and rank applicants on the following criteria:

- Targeting communities with less than 1,500 population
- Off the road system (no direct road connection to other roads accessing Canada and the lower 48 states)
- More than 10% of a community's budget derived from state resources (using information from AK DCCED)
- Zero to three years in the position of municipal clerk or deputy clerk

Through an established scholarship evaluation process, eleven Clerks were awarded scholarships to attend training.

Of the eleven scholarships awarded, seven scholarship recipients attended training as planned. All receipts for reimbursement have been received and checks have been sent.

3. Scheduled Project Activities/Important Dates for next quarter:

Describe your planned activities and training for next few months. Please include important dates like graduation, site visits, travel, job fairs, etc.

No planned project activities at this time.

4. a. How many are in your training program during this reporting period?

9

b. How many people have been trained and/or certified to date from this grant?

7

(Please complete form below.)

5. Please list complete the list by putting the community to which each individual trained is from, the type of training and certification, the graduation date and who will employ them upon completion of training.

[illegible]

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Please copy and use another sheet if you need more spaces.

6. Please identify any problems or changes in your training project that will affect the budget, scope or timeline of the project. Is your training on schedule? What are the reasons for any difficulties or delays? Are you over budget/under budget? Have you had to change the initial scope?

Training is complete. The only change in the project that affects the budget is that only 7 scholarships awarded were used. Four scholarship recipients, for varying reasons, were unable to attend the training.

Please provide an explanation to this change and your resolution to the variance.

7. How are you or will you be evaluating the individuals being trained to ensure competency, skill level and understanding? (Testing, assessment, etc)

The certificate of participation is gained by completing a "Knowledge Transfer Action Plan (KTAP)," the assessment tool for the course that is required by IIMC in its certification process. The NCI evaluation form will be used to obtain performance measures and evaluate the program.

8. Please identify areas that we can assist you in the future.

We greatly appreciate the grant funds. This level of training would not otherwise be available for rural clerks.